

May 16, 2008

Dear Governor Blunt & Members of the General Assembly:

I am proud to share with you the Records Services Division Annual Report for Fiscal Year 2007 (FY07). This Division consists of three units: the Missouri State Archives, Local Records Preservation Program, and State Records Management Program. These three units work collaboratively to make government records available to the citizens of Missouri and to the nation. The Division's success is evident in the release of new historical resources, creation of educational programs, and financial and technical assistance provided to citizens and public officials throughout the state.

The Missouri State Archives is committed to fostering an appreciation of our common past through increased access to historical records and educational opportunities. This year the staff assisted over 35,000 patrons in-person and through telephone, e-mail, and postal requests. Internet searches continue to grow at an ever-increasing pace. In fact, in FY07, the Archives received more than 30 million web searches, representing a 250% increase.

During FY07, the Archives continued to add digitized records, educational resources, research guides, and other resources to its award-winning website. A major online resource that continues to grow is the Missouri Death Certificate Database, a searchable index with over two million individual death certificates dating from 1910 to 1957; the Archives is also scanning the individual certificates and posting them online so that anyone can locate and print them through the Internet. The Archives released two additional online lesson plans for eighth through twelfth grade students: Crack of the Pistol: Dueling in 19th Century Missouri, and Man's Best Friend: The Old Drum Story. Such accomplishments and ongoing projects have made the Missouri State Archives a leader in online historical research. *Family Tree Magazine* selected the Archives website as one of the best in the country for the fifth consecutive year. The American Association for State and Local History (AASLH) awarded its highest national honor – an Award of Merit, in recognition of the Missouri Death Certificate Database.

The Local Records Preservation Program helps county and municipal governments preserve their records and make them accessible to the public. Local Records archivists provided in-depth records consultations, helped public officials inventory records, dispose of extraneous documents, created computerized indexes, and preserved and microfilmed records of historical value. We also have the state's only publicly funded conservation laboratory for paper-based documents. During FY07, conservators treated a wide variety of damaged documents from across the state, including a large 1897 map of Cedar County, St. Louis Circuit Court slave freedom suit documents, several late 19th and early 20th Century maps from Cole County, and documents from an 1823 Supreme Court case. Finally, the Local Records Grant Program awarded \$355,674 in grants to support 44 preservation and records management projects in 28 counties and the City of St. Louis.

The State Records Management Program promotes the efficiency and continuity of state government by providing state agencies with the resources necessary to manage their records effectively. Staff members help state agencies develop guidelines for the retention of documents, offer training on records management, and provide off-site storage. Records Management has also recently undertaken new physical records tracking and records retention software that will be implemented in FY08. This system will give the Division new tools to better serve the needs of state agencies. During FY07, the State Records Center accepted 27,818 cubic feet of records for off-site storage. Acting on behalf of state agencies, the staff disposed of over 20,815 cubic feet of records that had met their legal retention requirements. Based on a five-year retention schedule, off-site storage of these records at the State Records Center will save Missouri taxpayers more than \$1 million.

I am pleased to lead a Division whose efforts are of such benefit to the state and its taxpayers. The Records Services Division places a priority on the "public" in public records. In focused and creative ways, the Division is efficiently delivering public records into the hands and onto the computer screens of our citizens and government officials. This report highlights the achievements mentioned above and many others. I invite you to take a closer look at the Records Services Division and discover where the story of our state begins.

Very truly yours,

A handwritten signature in black ink, reading "Robin Carnahan". The signature is fluid and cursive, with the first name "Robin" and last name "Carnahan" clearly distinguishable.

Robin Carnahan
Secretary of State

Records Services: FY07 Annual Report

The Records Services Division of the Office of the Secretary of State is comprised of three units, the Missouri State Archives, the Local Records Preservation Program, and State Records Management. The three units work together to preserve public records of all types, including documents, books, maps, photographs, films, audio recordings, and moving pictures.

Each unit offers specific services. The [Missouri State Archives](#) houses and provides access to permanent Missouri state government records. The [Local Records Preservation Program](#) assists counties, cities and other local government entities with the management and preservation of their records. The [State Records Management Program](#) assists state agencies with organizing and managing their records.

Missouri State Archives



The Missouri State Archives is the official repository for permanent state records of enduring historical value. Most of the records in the State Archives come to it through the Local Records Preservation Program and the State Records Management Program, both of which appear below. The State Archives' mission is to foster an appreciation of Missouri history and illuminate contemporary public issues by preserving the state's permanent records and making them available to its citizens and their government.

Holdings and Research

The State Archives' vast collections and holdings, dating from 1770, allow professional historians and other researchers to uncover information that brings family histories to life and enlightens citizens to our collective past. The State Archives is Missouri's largest repository for historical documents. Its holdings include:

- more than 338 million pages of records of permanent value
- almost 500,000 photographs (negatives, prints and slides)
- nearly 199,000 reels of microfilm and 270,000 microfiche
- more than 9,000 maps
- tens of thousands of state publications
- a variety of audiovisual materials (audiotapes, CDs, moving pictures, videos, etc.)

The State Archives preserves records that document Missouri's history from the era of French and Spanish colonial rule to the present day. Among the holdings of the State Archives, researchers will find documentation of every aspect of life in Missouri.



Researchers and genealogists in the reading room.

Records housed in the State Archives support the full range of research interests – from schoolchildren's studies to family history to academic research. They support research in topics and themes as diverse as: the part western Missouri towns played in westward expansion; St. Louis' role in the international fur trade; slavery; the Civil War; western outlaws; military records of Missourians from the War of 1812 to the start of World War II; European immigration; and Missouri politics.

Among the larger records series at the State Archives are governors' papers, general assembly records, Missouri Supreme Court case files, records and publications from state agencies and departments, and millions of microfilmed county and municipal records.

Many researchers continue to use traditional means to access the Archives. They visit in person, raise questions via telephone, and place requests via mail. In FY07, the Archives filled 19,605 research requests in the Alex M. Petrovic Reading Room, answered 9,170 phone requests, responded to 6,521 e-mail requests, and fulfilled 12,219 research requests via postal mail.

The vast majority of researchers, however, have turned to the Internet as their preferred research medium. In FY07, the Archives received more than 30 million web searches, an increase from previous years.

Exhibits

The State Archives' exhibits use documents, photographs, and artifacts to allow patrons to experience Missouri's rich history. Archives' exhibits, both physical and virtual, are designed to encourage visitors to seek new perspectives and gain an understanding of Missouri's journey from the past to the present.

Between July 2006 and June 2007, more than 50,000 Missourians had the opportunity to view four Missouri State Archives exhibits at fifteen different venues across the state.



Loading traveling exhibits for shipment.

[Mapping Missouri](#)

This exhibit first opened at the State Archives in April 2004 and continued its three-year tour of the state by traveling to six venues in FY07. This exhibit proved very popular with school groups during its stay at the Powers Museum in Carthage from March through May 2007. In an effort to better prepare classes for visits to the exhibit, Michele Hansford, director of the Powers Museum, hosted a workshop for public school teachers

in the Carthage area in the fall of 2006. This workshop helped teachers integrate the exhibit into their class curriculum.

[The Verdict of History](#)

From August through December 2006, this exhibit was on display in the new Thomas Eagleton U.S. District Courthouse in St. Louis. The exhibit proved to be so popular with judges, lawyers, and courthouse visitors that it will be displayed at the U.S. District Courthouse in Kansas City in the spring of 2008. Once again, selections from *The Verdict of History* were on display at the Missouri Supreme Court building last spring where they became an important part of the Court's annual tours for thousands of schoolchildren.

[Ticket to the Past, the First Twenty-Five Years of the Missouri State Fair](#)

The updated version opened to the public in the Kirkpatrick State Information Center in March 2006, began traveling in September 2006 and remains popular with the public. It has traveled to seven venues in Moberly, Kirkwood, Hannibal, Marshall, and Poplar Bluff and is scheduled for showings into the fall of 2009.

[Lewis and Clark Across Missouri](#)

The exhibit finished a stunning and successful four-year tour of the state. During its travels, the exhibit stopped at over 100 sites and was visited by more than 150,000 people.

[Missouri Memories: A History in Photographs](#)

This permanent exhibit of historic photographs was installed throughout the Kirkpatrick State Information Center's hallways in FY07.

The images on display were selected from the Archives' collection of almost 500,000 photographs covering over 100 years of Missouri history. The pictures show aspects of old-time agricultural practices and small-town life, the building of the Bagnell Dam and the emergence of Lake of the Ozarks as a tourist attraction and the history of transportation in Missouri, from steamboats to the "modern" automobile assembly lines of the 1950s.



Cooper School in
Atchison County, Missouri – 1891.

Programming and Education

[Evening Program Series](#)

As part of its Thursday Evening Speaker Series in FY07, the Archives presented twelve programs, free and open to the public. Some of the most well attended programs of the year included:

- *Arrow Rock: Crossroads of the Missouri Frontier*, a program about the state's oldest historic site, from its rise to prominence on the frontier to its current role as a National Historic Landmark, presented by author and Arrow Rock site administrator Michael Dickey.

- *Listening to the Still Small Voice: The Story of George Washington Carver*, the one-person play written and performed by Paxton J. Williams revealing the story of Carver's lifelong struggles and triumphs.
- *Antiques Appraisal Show*, aided by experts from Ivey-Selkirk Auctioneers and Appraisers, patrons received professional opinions on the worth of antiques, works of art, and collectibles from some of the best in the business.
- *Folk Arts Festival*, held in Jefferson City's Memorial Park, provided an opportunity for people of all ages to view live demonstrations of traditional basket weaving, wood carving, loom weaving and chair caning. Nearly 300 spectators enjoyed shopping for traditional crafts while listening to performances of Native American flute music, blues, and old time fiddle tunes.



Additional programming on Conservation and Preservation of Family Documents was presented by Archives' staff in two hands-on workshops. The programs celebrated the Archives' annual Family History Day with informative and in-depth sessions on conservation and preservation skills that can be performed at home. A total of 1,171 people attended the combined public programs.

The Archives is also working to make its monthly programs available online and many programs, complete with transcripts, are already available online at <http://www.sos.mo.gov/archives/about/presentations.asp>.

Archives Alive!



"Molly and Delores" talk about famous Missourians.

In 2007, from March to May, 4,836 elementary students from across the state attended performances of [*Archives Alive!*](#) at the Missouri State Archives. The Second Chance Foundation presented an entertaining and educational forty-minute interactive, theatrical program to both private and public school students. This program, the "Molly and Delores Show," highlights Missouri history for fourth and fifth graders, teaching them about their heritage and the men and women who shaped Missouri. In addition to the performance, most groups toured the Archives along with scheduling visits to the Capitol, the Governor's Mansion, and other Jefferson City attractions. *Archives Alive!* performances and tours were provided free of charge.

Online Lesson Plans

As part of its focus to provide educators and students with original documents related to the teaching of Missouri history, the Archives staff has added two additional online lesson plans in FY07. Using curricula based on Archives collections, and available online, educators and students can experience the history contained in original records, and develop a greater appreciation for the rich heritage of Missouri through these web-based lesson plans:

[Crack of the Pistol: Dueling in 19th Century Missouri](#)

This lesson, developed for ninth through twelfth grade students, introduces students to primary sources that teach them about the role dueling played in the social and political dynamics of nineteenth century Missouri.

[Man's Best Friend: The Old Drum Story](#)

This lesson, developed for eighth through twelfth grade students, introduces students to primary sources that teach about the judicial system and describes one of the most unusual cases to enter Missouri courts.

These and other online lessons explain the content and value of original documents to Missouri's history and help educators incorporate primary sources into their curriculum.

National History Day in Missouri

The Missouri State Archives sponsors the [Central Missouri Region National History Day in Missouri](#) competition. This contest is held each year on the last Saturday of February at Lewis and Clark Middle School in Jefferson City. The top three finishers in each category are eligible to participate in the state contest at the University of Missouri-Columbia in April. First and second place finishers at the National History Day in Missouri competition proceed to the National History Day competition at the University of Maryland-College Park in June.

Competing individually or in small groups, in either the junior division, for grades 6-8, or the senior division, for grades 9-12, National History Day students choose their own research topics based on an annual theme. The theme this year was Triumph and Tragedy in History. Project formats range from traditional research papers to performances, documentaries, exhibits and websites. Two students from central Missouri qualified for the national competition.

Projects

[The Mary Alice Hansen Postcard Collection](#)

Mary Alice Hansen was a Minnesota postcard collector who traveled extensively in Missouri. Her nephew, David Quick, donated 209 color and black and white postcards his aunt had collected to the Archives in 2001. The images document Missouri buildings, industry, and culture from the early twentieth century and include Springfield, St. Louis, and St. Charles, in addition to many of Missouri's smaller communities. Of particular interest are the photographic postcards covering the Branson area and the Missouri Ozarks. In FY07, this collection became the first of many small postcard collections the

Archives will mount online so that patrons can view Missouri's historic landscape in what is still a very popular image format.

Missouri Digital Heritage

The Missouri State Archives and the Missouri State Library have worked together to create Missouri Digital Heritage (MDH), a partnership between the Office of the Secretary of State, local governments, public libraries, and community institutions. Funded by the Missouri General Assembly, this joint venture will digitize millions of pages of Missouri's most significant historical collections, including, not just documents, but photographs, maps, and other materials, beginning in FY08.

The Archives and State Library both have a long history of making resources available online and helping repositories across Missouri to do the same. Examples of some of the Archives most popular online resources include: the Missouri Death Certificate Database, which has a searchable index of all death records from 1910-1957, along with images of many of the original documents; the Soldiers Database, with individual service cards from the War of 1812 to World War I; a collection of African-American portraits from 1880-1920; and the Civil War Provost Marshal Index Database, 1861-1866.

One of the focal projects for Missouri Digital Heritage is to digitize the state's Civil War records, in preparation for the sesquicentennial of the war in 2011. This will include not only the court cases, maps, and other resources held at the Missouri State Archives, but local records related to the Civil War and slavery that exist in counties throughout the state. We encourage you to watch us grow at www.MissouriDigitalHeritage.com.

Missouri's Mormon War Records

In 1838, years of escalating tension between Missouri's Mormon and non-Mormon settlers erupted into a brief, but vicious, military confrontation, commonly referred to as the "Mormon War." The events leading up to and following this era in Missouri history are recorded in documents held at the Missouri State Archives, all of which are now available online.

Over 700 pages of original documents related to these events are available through the State Archives website. Completed with the help of the Genealogical Society of Utah and the St. Louis Mercantile Library, the Missouri Mormon War website contains transcripts of all the handwritten documents and is searchable by keyword.

Also included on the website are Governor Boggs' "Extermination Order," the criminal hearing of Joseph Smith and other church leaders for treason and other crimes, correspondence from military officers in the field, the report of the legislative joint committee appointed to investigate "disturbances" between Mormons and non-Mormons and petitions from settlers on both sides asking for protection and relief from loss of property. To learn more about Missouri's role in early Mormon history and the religion's impact on the state, please visit the website at <http://www.sos.mo.gov/archives/resources/mormon.asp>.

New Docent Program Provides Archives Tours

In 2007, a new docent program proved of inestimable help to the Archives staff by providing many of the tours normally led by full-time staff.



Volunteers gave over 70 tours at the Archives in FY07. The generous donation of their time enabled the Missouri State Archives staff to devote more of its energy to responding to research requests and making historical records available to the public. For more about the docent program visit http://www.sos.mo.gov/archives/newsletter/2007_summer.pdf.

Conferences

The Archives participated in three academic conferences during the past year. The first was the [*49th Annual Missouri Conference on History*](#) where one session was devoted to nineteenth-century circuit court records. A panel of archivists from the Missouri State Archives spoke about the new information researchers are gleaning from circuit court records in Missouri.

The Missouri Mormon Experience: A Conference of History and Commemoration was co-sponsored with the Columbia Missouri Stake of the Church of Jesus Christ of Latter-day Saints. This conference consisted of a weekend of activities commemorating Missouri's role in early Mormon history and the religion's impact on the state. See <http://www.bycommonconsent.com/2006/09/the-missouri-mormon-experience-a-conference-report/> and <http://www.meridianmagazine.com/churchhistory/060918missouri.html> for information about the speakers at this conference.

The Archives also commemorated the 150th anniversary of the Dred Scott case by participating in Washington University's symposium [*The Dred Scott Case and Its Legacy: Race, Law, and the Struggle for Equality*](#), in addition to special events held at the [*Jefferson National Expansion Memorial*](#).

Fellowships and Internships

In FY07, the Archives and the [*Friends of the Missouri State Archives*](#) embarked on a new initiative, the William E. Foley Research Fellowship. This initiative goes beyond providing access to Missouri's historical documents by supplying the means necessary to ensure the use of those resources for scholarly research. Any project that uses the Archives holdings to further knowledge of state or national history is eligible for funding.

Two fellowships were awarded in 2007. Adam Arenson, a Ph.D. candidate at Yale University, is completing his dissertation, entitled “America’s Barometer: The Cultural Politics of St. Louis as National City, 1848-1877.” According to Arenson, his project “describes the visions of the nation put forward in St. Louis, the challenges faced, and how the fate of this fascinating city resonated with the path of the nation as a whole.”

Dr. Bonnie Stepenoff, a professor at Southeast Missouri State University, researched a book-length manuscript on homeless boys in St. Louis from 1860-1960. The book will reveal the stories of these boys: what brought about their plight, the condition of their lives in group-homes, their involvement in organized crime and their ultimate fate.

This year marked the ninth year of a highly successful partnership with the Supreme Court of Missouri Historical Society. Each year the Archives and the Supreme Court of Missouri Historical Society sponsor two internships and the Robert Eldridge Seiler Fellowship at the Archives. Each year the interns work on the long-term project to develop an annotated, sustainable, online database for Missouri’s Supreme Court case files. This year the interns added cases from the Reconstruction period to the database, bringing the total to 10,201 case files. This database is available at www.sos.mo.gov/archives/judiciary/supremecourt/.

The Seiler Fellowship was awarded to Diane Mutti Burke, an assistant professor at the University of Missouri – Kansas City. Dr. Burke conducted her research in court records related to slavery and slaveholding in Missouri for her projected book, *On Slavery’s Borders: Small Slaveholding in Antebellum Missouri*.

Database to Missouri’s Court Records Available Online

Missouri has one of the most significant judicial history collections in the nation. The new Missouri Court Records Database provides access to records that reveal details about the state’s famous people, like Daniel Boone, Thomas Hart Benton, and James Eads; and significant events, including the Civil War, trade to the Rocky Mountains, operation of steamboats, and creation of railroads.

Cases range from the late eighteenth century to the middle of the twentieth, with some early documents written in French or Spanish, reflecting the state’s colonial roots. Together, they reveal the courageous spirit of Missourians: the story of German immigrants who risked traveling far from home for a better life, fur traders who dared to forge across the untamed American West and slaves who sought freedom from a system that oppressed them.

A project of this magnitude is not possible without the help of many people. Hundreds of volunteers, in association with local governments, libraries, universities, and civic organizations, worked thousands of hours to help make Missouri’s judicial history available. To learn more about the Missouri Judicial Records Database, please visit www.sos.mo.gov/archives/judiciary/allcourts/default.asp.

Awards

The Archives received an Award of Merit in recognition of the Missouri Death Certificate Database in 2007. Given by the [American Association for State and Local History's \(AASLH\)](#) Leadership in History Awards Program, this is the nation's most prestigious award for recognition of achievement in state and local history.

The Missouri Death Certificate Database is the most ambitious online project ever completed by the Missouri State Archives. The database contains over two million death certificates from 1910-1956 that are searchable by name, county, month and year. In addition, digital images of the original certificates from 1910-1934 and 1945-1957 are available online, with more years soon to come. This is the third time the Missouri State Archives has received recognition from the AASLH for being a national leader.

The Missouri State Archives website was recognized as one of the nation's finest resources for family history research. The list of the 101 best websites was compiled by [Family Tree Magazine](#), America's largest-circulation genealogy magazine. This is the fifth year the Missouri State Archives has been recognized by *Family Tree Magazine*, having been named every year since 2003.

State Document Preservation Fund

The State Documents Preservation Fund was created in 1996 by the 88th General Assembly through Senate Bill 670. The fund supports the preservation of and access to documents of historical value by permitting the State Archives to obtain additional funds from private and corporate sources. At the close of June 2007, the fund balance was \$13,852.25.

Missouri Historical Records Advisory Board

[The Missouri Historical Records Advisory Board](#) (MHRAB) is the central advisory body for historical records planning and for projects relating to historic records that are developed and carried out within the state. The MHRAB provides state-level appraisal of grant proposals submitted to the [National Historical Publications and Records Commission](#) (NHPRC) by Missouri repositories and serves as the review and award panel for grant applications submitted to the Missouri State Archives [Local Records Grant Program](#).

During the year, the MHRAB evaluated Missouri grant proposals submitted to the NHPRC. The MHRAB also reviewed sixty-four proposals submitted to the [Local Records Grant Program](#). Of these, forty-four grants, for a total of \$355,674, were awarded to local government agencies for approved records management or preservation projects. In addition, the board revised the guidelines of the Local Records Grant Program to expand funding for judicial records projects.

The Governor, with the advice and consent of the Senate, appoints members to the MHRAB. As the Board's coordinator, the Secretary of State handles its administrative

responsibilities. Federal regulations require members to have experience and interest in the collection, administration and use of historical records, and a dedication to the preservation of and access to Missouri's documented heritage.

Members of the Missouri Historical Records Advisory Board FY07

Robin Carnahan
Secretary of State
Coordinator

Kenneth H. Winn
Missouri State Archivist
Deputy Coordinator

Joseph L. Adams
Mayor
University City

Gary R. Kremer
Executive Director
State Historical Society of Missouri
Columbia

Gracia Backer
New Bloomfield

Robert P. Neumann
Director
Greene County Archives
Springfield

Marcia Bennett
Executive Director
St. Joseph Convention &
Visitors Bureau

David Richards, Head
Special Collections and Archives
Department, Meyer Library
Missouri State University
Springfield

Raymond Doswell
Director
Negro Leagues Baseball Museum
Kansas City

Anne G. Rottmann
Head Librarian, State Capitol
Legislative Library
Jefferson City

Steven P. Gietschier
Senior Managing Editor, Research
The Sporting News
St. Louis

Dr. Benedict K. Zobrist
Director Emeritus
Harry S Truman Library and Museum
Independence

Christopher Gordon
Archivist
Missouri Historical Society
St. Louis

Local Records Preservation Program

Missouri local governments generate records documenting the rights of citizens, the actions of local government, and the history of the community. The mission of the Local Records Preservation Program is to assist these government entities in the preservation of historical records, as well as recommend techniques for the efficient management of ever increasing volumes of government records.

To that end, Local Records staff works with local governments to:

- dispose of extraneous records based on retention schedules
- create computerized record inventories
- reclaim office space through preservation microfilming
- conduct workshops in records and archival management practices
- co-sponsor grant projects
- perform conservation treatments in the lab at the State Archives
- facilitate disaster planning

These activities promote long-term public records management and improve public access to the records, thus preserving the social compact ensuring transparency of government activity for public oversight.

The [Local Records Program](#) works in three functional areas. Field archivists work directly with local officials in the areas of archival practices and records management. The [grant program](#) funds projects to preserve public records. The [conservation staff](#) provides specialized preservation advice and conservation treatment.

Local Field Archivists

The core of the Local Records Program is on-site work conducted throughout the state by field archivists. These professionals advise, educate, encourage and assist local custodians of public records in the use of sound records management and archival practices.



Archivists sort and organize records in local government office.

The services of the Local Records archivists are available free of charge to any tax-supported government entity in Missouri. Typically, archivists are called in when a local government official decides to improve the organization of the records; often, this is motivated by a desire to reclaim limited office space. Local Records archivists can provide wide-ranging consultation that helps local government offices gain intellectual and physical control of their records. Very often, this involves sorting the records, disposing of those that are no longer needed, and recommending strategies for microfilming and storage.

Records Consultations

In FY07 archivists consulted with the following units of local government:

- City of Aurora, Ava, Bel Ridge, Bethel, Branson, Branson West, Cape Girardeau, Clinton, Des Peres, Ellisville, Excelsior Springs, Farmington, Festus, Grain Valley, Greenwood, Harrisonville, Jefferson City, Joplin, Kansas City, La Plata, Lebanon, Liberty, Marlborough, Marshfield, Maryville, New Franklin, Oak Grove, O'Fallon, Overland, Perryville, Republic, St. Joseph Parks and Recreation, Sycamore Hills, University City Library, Verona, Warrensburg, Warrenton, Webb City, St. Charles, St. Louis City Law Department, and St. Louis Zoo
- Circuit courts in Bates, Boone, Carroll, Cedar, Clay, Cooper, Cole, Douglas, Dunklin, Greene, Henry, Howard, Jackson, Jasper, Johnson, Lawrence, Lincoln, Linn, Marion, Morgan, Montgomery, Osage, Pemiscot, Platte, Polk, Ray, Saline, St. Charles, St. Clair, St. Louis, Scotland, Scott, Vernon, and Worth counties
- Probate courts of Callaway, Carroll, Cass, Cedar, Chariton, Clark, DeKalb, Franklin, Gasconade, Lincoln, New Madrid, Pike, Platte, Ray, and Webster counties, and St. Louis City
- Executive government officials in Andrew, Bates, Buchanan, Butler, Caldwell, Carroll, Cape Girardeau, Cedar, Christian, Clinton, Cole, Cooper, Daviess, DeKalb, Dent, Franklin, Gasconade, Greene, Grundy, Holt, Howell, Johnson, Laclede, Lawrence, Lincoln, Madison, Macon, McDonald, Mercer, Monroe, Montgomery, Morgan, Newton, Osage, Phelps, Platte, Polk, Putnam, St. Francois, Shelby, Stone, Texas, and Webster counties
- County archives and historical societies holding public records, including the Campbell House Museum (St. Louis), Cape Girardeau County Archives, Cass County Historical Society, DeKalb County Historical Society, Gasconade County Historical Society, Johnson County Historical Society, Kingdom of Callaway Historical Society, Pattonsburg Genealogical Society, Polk County Historical Society, St. Charles County Historical Society, and St. Louis County Records Center.

Inventories and Dispositions



Local Records archivists identify and process local records.

Many government offices overflow with records, making it difficult to locate documents when they are requested. This is particularly true of those considered “old” or of uncertain value. Archivists assist local officials by determining the contents of their holdings, identifying those records that may be legally discarded, and producing computerized inventories of records with current, permanent, or enduring historical value, thereby allowing officials to reclaim valuable office and storage space. Staff conducted inventory projects in the offices of the clerk in Grundy and Mercer counties.

Grant Program Assistance

Field archivists provided support for the Local Records grant program by conducting nine workshops across the state and scheduling consultation visits with applicants to review proposed projects. They also monitored the progress of the 44 awarded grant projects throughout the state.

Preservation and Access Projects

Judicial Records

In the past fiscal year, Local Records archivists continued their efforts to identify, preserve and make accessible important aspects of Missouri's history that exist in judicial records. Working with probate and circuit court judges and clerks, as well as a cadre of dedicated volunteers, the Local Records Program appraised and processed records dating from 1805 to 2001.



Local volunteers organize records and create the computerized inventory.

Counties with projects underway in FY07 included Adair, Audrain, Bates, Boone, Butler, Callaway, Cape Girardeau, Cass, Cedar, Chariton, Clark, Cole, Cooper, DeKalb, Douglas, Dunklin, Franklin, Gasconade, Greene, Howard, Jackson, Jasper, Johnson, Lawrence, Lincoln, Linn, Montgomery, Morgan, New Madrid, Osage, Platte, Polk, Ray, St. Charles, Saline, Scott, Vernon, Webster, and Worth, along with the City of St. Louis.

The availability of these records allows researchers to gain a deeper understanding of how local, regional, and national issues impacted the everyday lives of Missourians. The topics and themes include slavery, the Civil War, domestic and social relations, economic development, transportation, and frontier history. Several of the projects currently underway (including those in Franklin, Lincoln, New Madrid, and St. Charles counties) have records dating to the beginning of statehood that have revealed previously unknown information, substantially altering and augmenting what we know about early Missouri history.

St. Louis Circuit Court

The Missouri State Archives was awarded a federal grant through the National Endowment for the Humanities to preserve and provide access to more than 11,000 Civil War era cases from the St. Louis Circuit Court. This project was identified as a "We the People" project – a special designation by the NEH for projects that significantly advance the study, teaching, and understanding of American history.

Provost Marshal Records

Archivists continued indexing the Missouri portion of the War Department Collection of Confederate Records entitled *Union Provost Marshals' File of Papers Relating to Individual Citizens, 1861-1866* (originals are housed at the National Archives). The collection contains tens of thousands of documents detailing the way the provost marshals affected the lives of Missouri citizens who came into contact with the Union

Army during the Civil War and shortly afterward. To date, 253 out of 300 rolls of microfilm housed in the Missouri State Archives have been indexed. In FY07 Local Records archivists began indexing a second series of records, comprising 94 rolls of microfilm, entitled *Union Provost Marshals' File of Papers Relating to Two or More Civilians, 1861-1866*. This project has proved invaluable in recovering Missouri's Civil War history; the [database is available on the Archives website](#).

Grants

The Local Records Grant Program, which began in 1992, awards funds to local governments based on competitive applications for eligible records management and document preservation projects. Recipients may receive up to 70% of the total project cost in grant funds. A local funding match of at least 30% is required. [The Missouri Historical Records Advisory Board \(MHRAB\)](#) establishes policy and reviews proposals. In FY07, the MHRAB recommended \$355,674 in grants to support 44 projects in 28 counties and the City of St. Louis. Since the program's inception 970 grants, totaling over \$6,000,000, have been awarded for records management and document preservation around the state.



In an effort to help local governments develop successful grant proposals, Local Records archivists conduct workshops around the state to explain the grant guidelines.

The following entities received Local Records grants in FY07:

- Counties: Butler County Archives, Caldwell County Recorder, Cape Girardeau County Commission (4), Christian County Clerk, Cole County Recorder, Gasconade County Commission, Greene County Archives, Johnson County Recorder, Madison County Clerk, Montgomery County Collector, Morgan County Recorder, Newton County Commission, Osage County Treasurer, Phelps County Commission, Platte County Board of Elections, St. Francois County Clerk, Stone County Clerk
- Municipalities: Bel Ridge, Branson, Branson West, Cape Girardeau, Harrisonville, Joplin, Kansas City, O'Fallon, Overland, Perryville, St. Louis, and Warrenton
- School districts: Central R-2, Gasconade County R-2, Kansas City SD #33, Marion C. Early Schools R-5, Marshfield R-1, Ozarks Technical College, Perry County SD #32, Raymore-Peculiar SD, Scotland County R-1, Springfield R-12

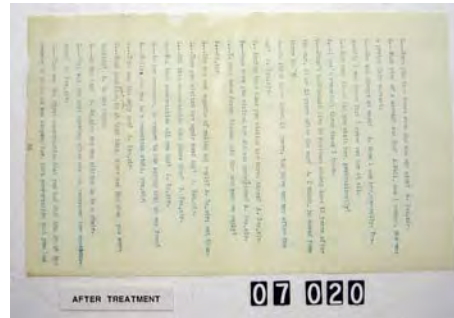
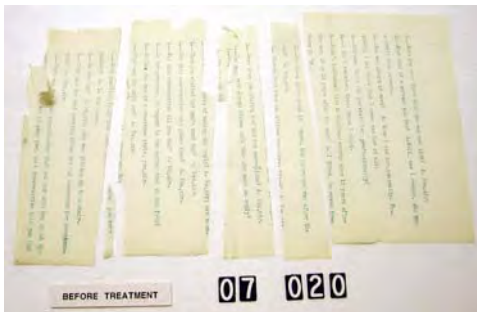
The largest grant award, \$49,420 was for the conversion of land records now stored on deteriorating aperture cards in a Recorder's office to a more durable format. The smallest

award was for \$403 for the purchase of a ladder. The average award was \$8,083.50. [Additional information about the grant program is posted at the website.](#)

Conservation



While Local Records field archivists attempt to forestall damage to public records by assisting in the implementation of sound records practices, sometimes the damage has already been done. Conservators rescue documents that, due to aging or poor storage conditions, have suffered damage and are in need of repair. The Local Records Program manages the state's only publicly-funded conservation lab for treatment of paper records. The professional conservators provide chemical and physical treatments to repair and preserve unique, historically important documents in the State Archives holdings and in local and state government offices.



Conservators provided full treatment to the "Old Drum" case from Johnson County. The image on the left was taken before treatment. After conservators cleaned and mended the document, it was more stable and legible, as shown in the image on the right.

Treatment Projects

The typical course of treatment involves evaluation of condition, surface-cleaning, removal of tape and other old "mends," washing, mending with Japanese paper and wheat paste, encapsulation, and perhaps construction of a customized box. In FY07, conservators treated a variety of significant records, including:

- a large 1897 map of Cedar County
- a set of 54 town plats (dating from 1841 to 1954) from the Holt County Clerk
- a 1913 map of Jefferson City, from the Community Development Department
- an 1849 "Map of the City of Jefferson" from the Cole County Recorder
- the 1859 "Road Plat from Richmond to Carrollton" from the Ray County Clerk
- a set of 15 blueprints (dated 1897) of the Grundy County Poor Farm from the Grundy County Clerk
- court documents from the Burden-Hornsby trial (1869-70), better known as [the "Old Drum" case](#), from the Johnson County Circuit Court
- fifteen documents from slave freedom suits of the St. Louis Circuit Clerk
- an 1823 Supreme Court case (James and Daniel Baldrige v. Henry Walton) from the Missouri State Archives

The conservators treated hundreds of documents in the following large-scale projects. Many of these came to the conservation lab for treatment in preparation for microfilming. Most required cleaning, humidification and flattening, separation of pages that had been glued together, and mending. A few required mold remediation.

- Judicial records from the circuit courts in Cooper County (dating from 1890 to 1893), Greene County (1867-1868), Howard County (1840-85), Lincoln County (1819-41), and St. Charles County (1805-35) were treated in preparation for microfilming.
- Many items from the Archives' 19th-century Supreme Court collection were cleaned, humidified, and flattened, as part of the Archives' long-term project to improve the access to and preservation of those records.



- Conservators treated early 20th Century death record certificates that required tape removal or mending prior to scanning.

In many jurisdictions, court records have long been tri-folded and stored in metal till drawers. As Local Records archivists and volunteers work to process and index them, some documents resist flattening. Humidification speeds the flattening process, but may require considerable space. Conservators have developed a system using cafeteria racks, which allows high-volume humidification and flattening with little space requirement. These systems are in use in the counties of Cape Girardeau, Clay, Jackson, Polk, Ray, St. Charles, and the St. Louis Circuit Court.

Conservators and a Local Records archivist traveled to Aurora to assist in the opening of a 1923 time capsule removed from the high school building due to demolition. They worked to stabilize the contents so the items could be displayed.

Consultation and Reference Services

The conservation staff provides technical preservation information to the State Archives, state and local government offices, archives and historical societies that house public records, and citizens. Providing information about disaster planning and recovery is common. Other issues include basic care and storage of all types of media (paper, books, photographs, scrapbooks, newspapers, textiles, and many others), building design and renovation, specifications for archival supplies, environmental control, disaster recovery, framing, repair, microfilming, digitization, construction of time capsules, and referral to other specialists.

- Conservators provided guidance to the Greene County Archives, Jasper County Archives, Pike County Recorder, Platte County Circuit Clerk, Reynolds County Fire District, St. Clair Circuit Clerk; to municipal officials in Branson, Florissant, Nevada, Raymore, Richland, St. Louis, Sedalia, and Springfield; and to school districts in Boonville, Springfield, and Wentzville.
- More extensive, onsite consultation was provided to the Albany Public Library, the Lutheran Heritage Center & Museum, the Mercantile Library at University of Missouri-St. Louis, St. Louis County's Museum of Transportation, and Ste. Genevieve County. Several of these included consultation on the design of archival programs and space; others included conservation evaluation and guidance on reformatting strategies (microfilming and digitization).
- Other Missouri clients included the Broadway Christian Church (Columbia), Bushwhacker Museum, Cass County Historical Society, Johnson County Historical Society, Newton County Historical Society, St. Charles County Historical Society, *The Sporting News*, and the U.S. 8th Circuit Court.

Training and Education

The conservators offered the following workshops and presentations during the year:

- "Care & Repair of Documents" for staff and volunteers in the Clay County Circuit Court project
- "Disaster Preparedness" for the fall and spring OSCA Circuit Clerks Colleges
- "Don't Try This at Home: Conservation and Preservation of Family Documents" for Family History Day at the Missouri State Archives
- "Preserving Photographs" for the Missouri Museums Coalition meeting in Sedalia
- "Preservation Basics" for the Missouri Library Association's Genealogy and Local History section

Conservators provided customized training in the lab for staff members of the St. Louis Parks and Recreation Department and the St. Joseph Parks and Recreation. Staff also spoke to the Missouri Rural Water Association about the conservation services available through the Local Records Program.

Microfilming

Microfilm is a reliable, long-lived replacement for deteriorating paper records. When produced and stored according to national standards, microfilm can survive for 500 years.



Records microfilmed by the Local Records Program are stored in the Archives secure media vault.

The [*Guidelines for Microfilming Public Records*](#) specify the minimum standards that all grant funded projects must meet, and serves as a *de facto* guide for many localities and state agencies. The *Guidelines* reflect national standards as well as the advent of technologies that facilitate the migration from film to digital media.

Local Records invited Missouri microfilm vendors to a roundtable of discussion in which staff presented the new microfilming guidelines, highlighting the changes from previous editions. There was much discussion about the specifications, including several suggestions about how clients can facilitate the vendors' work. As a result of the discussions, the *Guidelines* were revised and remain available online.

With the increasing demand for digital media from clients and the public, Local Records continues to stress the unsurpassed value of microfilm as the long-term preservation method of choice. However, technological advances have made the creation of microfilm from digital images possible. With that in mind the “[Statement on Acceptance of Microfilm Created from Digital Sources](#)” specifies the criteria that microfilm created by digital sources (such as the ArchiveWriter) must meet in order to qualify for storage in the Archives' secure film vault.

Local Records staff provide technical guidance to local officials and archivists about preservation microfilming and digital imaging. Often, the staff provides guidance on the use of "hybrid systems" that yield the advantages of digital technology while retaining the security of microfilm.

Resources

Local Records Inventory Database

The [Local Records online database](#) continues to support research in Missouri history. Records from courthouse and municipal offices, dating from the 19th century and including the judicial system, document the interactions of government and citizens. While originally created for a specific administrative or legal use, the documents now contribute to our understanding of persons, events, themes, and institutions.

Since its inception, the Local Records Program has completed computerized inventories for over 460 offices, giving local officials intellectual control of their records and the ability to plan for preservation and security of public information, while protecting the public interests of access and use. This enormous database is available to local governments and the public. This database is updated periodically as additional inventories are completed (e.g., significant work was begun in Grundy and Mercer counties). During FY07, the Local Records Inventory Database registered 72,828 webpage searches.

Records Center Planning



Local government agencies and historical organizations may cooperate to preserve historical documents.

Each year, more localities begin exploring the creation or modification of space for records storage and preservation of their permanent records. Often, local officials launch such explorations because of the shortage of space in the courthouse. To provide basic guidance and a starting point for planning and discussions, the conservation staff developed an online resource, [*Preservation Concerns in Planning a Records Center*](#). In FY07 Local Records staff consulted with Cape Girardeau, Greene, Howell, Jackson, Jasper, Ray, and Ste. Genevieve counties, and New Bloomfield and St. Louis City officials about record center planning and operations.

Retention Schedules

Missouri state law (RSMo chapter 109) governs the retention and destruction schedules of public documents. Local Records staff analyzes records series produced by local governments based on their current and long-term administrative, fiscal, legal and historical values and submits detailed appraisals in the form of draft records retention schedules to the Local Records Board for review and promulgation. In FY07, staff prepared the new County Clerk–Public Relief schedule, additions to the Public School schedule, and revisions to a half-dozen other entities. [*The schedules for county and municipal governments and minor political subdivisions are available online*](#). The online retention schedules have proven a great success, with annual searches increasing from 40,156 in FY2004 to 83,380 in FY07.

Outreach Activities

To ensure that local governments continue to receive up-to-date information regarding the management and care of their records, archivists and conservators of the Local Records program provide programs on a variety of records topics at annual statewide training conferences of executive and judicial governments, and regional city and county clerks' organizations.

Local Records archivists conducted programs highlighting our efforts to bring historical resources to the public at the following national and statewide programs: City Clerks and Finance Officers Training Institute, Missouri Association of Circuit Clerks, Missouri Conference on History, Missouri School Board Association, Missouri Police Clerks Association, Missouri Prosecutor Training Conference, Missouri Rural Water Association, and a national conference (held in Jefferson City) on Mormon history.

They also spoke at regional meetings of the Andrew County Museum, Area II Regional Meeting of Public Administrators, Ray County Genealogical Society, Northwest Missouri Genealogical Society, St. Charles County Library, St. Charles County Historical Society, Southwest City Clerk and Finance Officer Association, East Central Municipal

Clerks and Finance Officers, Springfield Area Archivists, Association of St. Louis Area Archivists, Southeast Missouri State University, and Truman State University.

Volunteers and Interns

Local Records field archivists, in cooperation with local public officials, attracted dozens of volunteers to cooperate in preserving historic executive and judicial records. Several projects were advanced thanks to the work of citizens in Butler, Callaway, Cass, Cooper, DeKalb, Franklin, Gasconade, Greene, Jasper, Johnson, Lawrence, Lincoln, New Madrid, Osage, Platte, Polk, Ray, Vernon, and Webster counties and the City of St. Louis. These volunteers contributed a total of 5,927 hours in FY07.

Each year, the Local Records Program offers students in publicly funded colleges and universities the opportunity to explore career possibilities in the archives and records management fields. In FY07, students from Missouri Southern University, Southeast Missouri State University, and Missouri State University worked under the supervision of field archivists to process and index historical documents in local government archives in Cape Girardeau, Greene, and Jasper counties.



Local Records Board

The Local Records Board serves as the coordinating board to establish retention schedules for all local governments. The Board derives its authority from RSMo 109.230 and 109.255.

Members of the Missouri Local Records Board FY07

Dennis C. Black St. Charles Historical Society	Mike Helper Sullivan County Clerk
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Marlene Castle Jefferson County Recorder	Parrie L. May City Register St. Louis City
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Ann Copeland New Madrid County Recorder	Barbara O'Connor Cameron City Clerk
--	--

Jo Ann Cordsiemon Elsberry City Clerk	Judy Richardson Cedar County Deputy City Clerk
--	--

San Duncan State/Federal Programs Jackson Public Schools	Kristi Urich Grundy County Clerk
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Melinda Gumm Circuit Court Clerk Cedar County	Tom Vansaghi Metropolitan Community Colleges Kansas City
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Virginia Habjan
Public Administrator
Vernon County

Records Management

The effective management of the state's records is fundamental to the operation of our government. Records provide the basis for efficiency and continuity in government. They enable and document the business of government. They provide evidence as to how decisions were made and policies implemented. They clarify obligations and protect citizens' rights and privileges.



The [State Records Management Program](#)'s mission is to promote the efficiency and continuity of state government, document the rights of Missouri citizens, hold state officials accountable for their actions and preserve our state's heritage by providing state agencies with the necessary instruments to develop effective and efficient information control.

Organizationally, the Records Management Program consists of three components: Records Analysis and Consultation, the State Records Center, and the Imaging Services Section.

FY07 Accomplishments

The Records Management Division completed work begun in FY06 to secure a software system with related hardware items that will provide customers online access to transact all business processes with the Records Management Division. This system will create statewide efficiencies which will enable the creation and maintenance of agency records retention schedules electronically, provide for management of all records center inventory and work processes, and allow management of the microfilm vault inventory.

The RFP was released in October 2006. Three bids were evaluated and Infolinx Software Solutions was awarded the bid in May 2007. Work has begun with the vendor to test and implement the system during FY08. The system is expected to reduce the turnaround time for updating and creating agency records retention schedules, allow agencies to easily integrate their retention schedule into electronic records management systems, and give agencies easier access to their holdings in the records center.

The new software system is expected to change the daily operations of the Records Management Division. In anticipation of these changes, a review of current and future services was conducted. The result of this review was the development of a five-year comprehensive plan. The plan targeted operations upgrades and potential enhancements to the services the Division provides state agencies.

A new procedures manual and guide for using Records Management services was added to the Secretary of State's Records Management Webpage. The [Frequently Asked Questions](#) (FAQ) is divided into five topics: general program information; records consultation and scheduling; the state records center; microfilm services; and destruction of records. The FAQ will allow the Division to update procedures quickly and disperse information in a timelier manner.

During FY07, the Imaging Section continued to scan State of Missouri death certificates. Death certificates dating from 1927 through 1934 and 1945 through 1956 were completed, and 147 rolls of preservation microfilm were generated by taking the digital images and burning the images onto microfilm with the use of a digital archive writer.

Records Analysis and Consultation

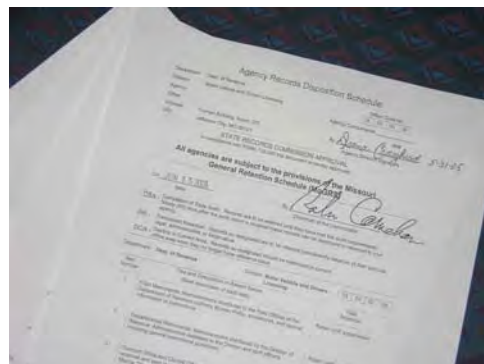
Sound records management programs consist of a planned and coordinated set of policies, procedures, and activities to manage recorded information. The professional Records Analysis staff, comprised of records analysts and electronic records archivists, is an invaluable resource to state agencies. Analysts help to develop records management policies and guidelines, and provide the expertise and knowledge to assist agencies in operating effective and efficient records management programs.

Records Retention and Disposition

A major key to managing records is determining how long to keep them and when they can be destroyed after their active usage has diminished. Records retention is based on the life-cycle concept: like other resources, the value of most information tends to decline over time. Records need to be kept for as long as they are needed to support administrative, legal, and fiscal functions. A few records, typically less than one percent of those created in a given year, should be retained permanently because of their historical significance.

The primary tool for documenting these determinations is the Records Disposition Schedule. The Records Analysis staff works closely with state agency officials to identify categories of agency records and incorporate them into an Agency Records Disposition Schedule. Once the agency identifies one or more series of records, the analysts and archivists meet with agency officials to determine how long the records are needed to meet their business needs. They thoroughly research statutes, regulatory codes, and similar records series in states across the nation. The analysts work with the agency to prepare draft disposition schedules, which include the records series title, a clear description of the records and how they are used, and the retention and disposition instructions after the records become inactive.

After reaching consensus with the agency, the analysts take the proposed Agency Records Disposition Schedules before the State Records Commission for discussion, necessary revisions, and approval. Once approved by the Commission, the schedule serves as the legal authority for the agency to either destroy obsolete records or transfer historical records to the Missouri State Archives. The staff currently maintains more than 950 records retention and disposition schedules.



Approved agency retention schedule.

In addition to agency-specific schedules, the staff continues to expand the [General Records Schedule \(GRS\)](#), which lists series of records that are common to all agencies and provides retention and disposition instructions. Any state agency may use the authority of the GRS to dispose of records listed on it. Records Management will present the expanded GRS to the State Records Commission for approval in early FY08.

Staff Training and Development

During FY07, the professional staff continued developing their knowledge and understanding of records management concepts and new developments, particularly related to electronic records and technology. As agencies increasingly turn toward electronic records technology such as email, scanning, instant messaging, and web-based transactions, the records analysts and electronic records archivists remain prepared to work with agency managers and IT officials to evaluate the recordkeeping requirements of new systems and work processes. Staff training included attendance at the Association of Records Managers and Administrators (ARMA) International conference and the National Association of Government Archivists and Records Administrators (NAGARA) national conference.

State Records Center

Many records may be referred to for years after they are no longer current, and therefore must be retained. The inactive life of a record can range anywhere from two-years to 75-years or more after its period of active use. In fact, some historical records must be maintained permanently. Records that are on a Records Disposition Schedule and have reached an inactive status may be stored within the State Records Center.

The [State Records Center](#) saves the state money by providing off-site storage at a much lower cost per cubic foot than storage in agency office space. The storing agency can retrieve records whenever they are needed, and return them for refiling. Records are stored in a secure facility, protected against unauthorized access, environmental hazards, pests, and fire. The Records Center also tracks the retention periods of stored records, ensuring that records that no longer have any value are disposed of as soon as possible after they are eligible.

While the Records Center is the physical custodian, the transferring agency maintains proprietary control over its records. Thus, only the agency has access to its records while they are stored in the State Records Center. State agencies with an approved records retention and disposition schedule are eligible to store records in the State Records Center.

Facilities

The State Records Center operates in three separate facilities. The Kirkpatrick State Information Center (KSIC) is the main facility. The KSIC's climate-controlled environment was designed for the protection and preservation of long-term records (those with a retention of more than ten years) and permanent records. The facility can hold 149,878 cubic feet (or boxes) of records. The KSIC facility has been near capacity since 1995. KSIC can only accept new records into the facility as eligible disposable records are removed.



Records stored in the State Records Center.

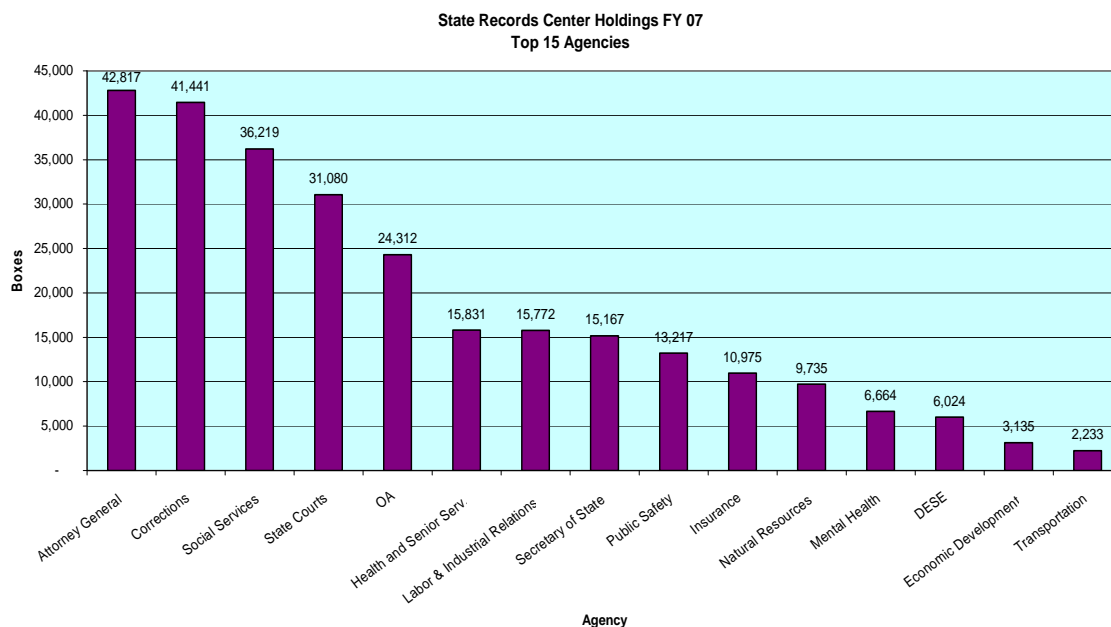
The two annex facilities do not have air conditioning, so records stored in these facilities experience the extremes of Missouri's temperature and humidity changes. Therefore, every effort is made to store only short-term records (those with a retention period of ten years or less) at these facilities. However, some long-term records that cannot be accommodated within the KSIC are stored in the Annex facilities.

Annex 1, located off Missouri Boulevard in Jefferson City, houses 76,480 cubic feet of records. Annex 2, located on Jaycee Drive in Jefferson City, opened in July 2001. Annex 2's current shelved capacity is 86,956 cubic feet of records, bringing the current total State Records Center capacity to 313,314 cubic feet. Additional shelving is being added to Annex 2 as funds become available, bringing the Records Center facilities closer to its maximum potential capacity of 334,382 cubic feet in the three buildings.

Holdings

Total accessions for FY07 were 27,818 cubic feet of records. Staff recycled 20,815 cubic feet of records that had met their retention requirements. Thus net growth, accessions of new records minus destruction of obsolete records, was 7,003 cubic feet.

As of June 30, 2007, the State Records Center held 284,711 cubic feet of records of which more than 144,957 cubic feet are permanent and will not be destroyed. The holdings belong to approximately 314 divisions within state departments. The following chart illustrates the volume of records stored by the fifteen most active state departments.



Cost Comparison

To illustrate the cost savings of storing records in the State Records Center, we have assumed that all 27,818 boxes received in FY07 in the Records Center are to be retained for five years. (In reality most boxes will be retained longer.) The following table compares the cost of storing files in the records center versus storing them in filing cabinets in an agency's office for just the five year period. The assumptions are based on:

- The average cost of a four drawer letter sized file cabinet, the floor area required to place and access files in cabinets, and a statewide average cost of leased office space of \$11.50 per square foot, the estimated annual cost of storing one cubic foot of records in an office environment is \$14.29.
- The average per year cost to store a cubic foot box of records in the State Records Center is \$1.06.
- The cost to process and destroy a box of files \$0.58.

Cost Comparison: Storage in the State Records Center v. Agency Office Space

Costs	State Records Center	Agency Office Space
Year 1	\$4.60	\$14.29
Years 2-5	4.24	57.16
Destruction	0.58	0.58
Total Cost per box	\$9.42	\$72.03
Cost to store 27,818 boxes five years	\$262,046	\$2,003,731
Savings over five years	\$1,741,685	

Courier Services

Records Center personnel schedule pick-up and delivery services for agencies within Jefferson City. Agencies outside of Jefferson City are responsible for arranging for their own records shipments. Records Center personnel can assist out-of-town agencies in locating transportation services.



Records Center delivery truck.

Servicing the Records

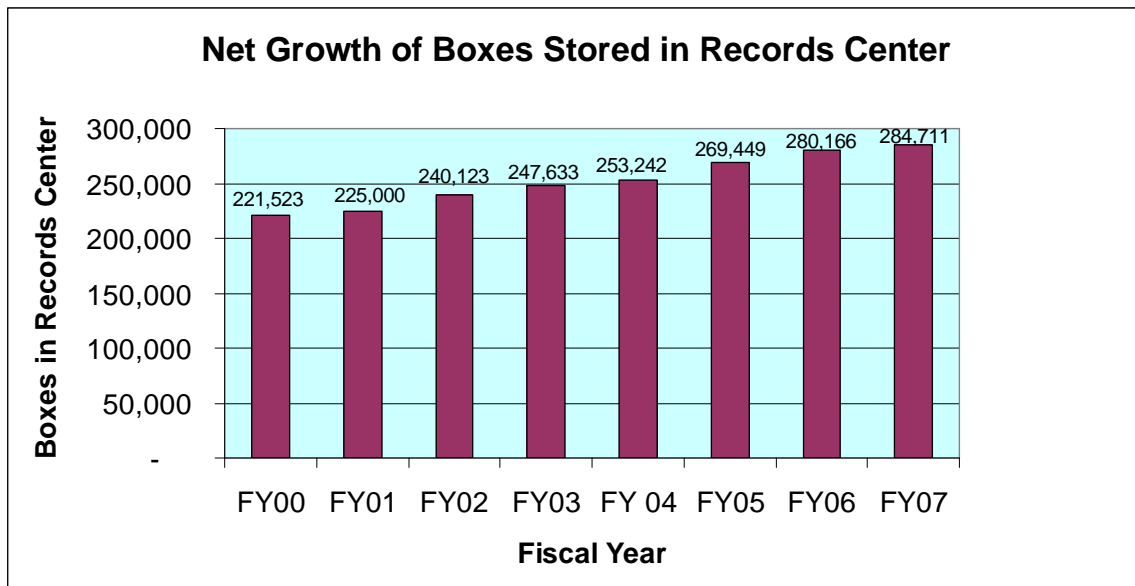
Agencies retain full access to their records in the State Records Center. If an agency needs files from its boxes, a Records Center clerk retrieves the file and sends it to the agency. When the agency returns the file, a staff member refiles it in the appropriate box. This process is referred to as *Pull Requests*. On average, Records Management processes 65,221 pull requests each year to support state agencies' performance of their missions.

Records Center Growth

The requirement for economical paper records storage will continue throughout the next 40 years. Computers and electronic forms of communicating and transacting business have been common in offices for over 20 years. At one time it was thought that the advent of computers would lead to the idea of the "paperless office," where paper files and records could be eliminated or greatly reduced.

As the amount of information contained in electronic systems continues to increase, so too does the amount of paper records generated in relation to that electronic data. The following graph illustrates storage growth of holdings in the State Records Center over the past 8 years.

State Records Center Holdings:
FY00 through FY07



Records Management staff has worked diligently to limit the rate of growth in Records Center holdings, by promptly processing destruction of eligible records as expeditiously as possible, and by reviewing agency disposition schedules to shorten retention periods when appropriate. Nevertheless, holdings are growing at a rate of over 5% per year over the past 10 years. The Records Center added Annex 1 in 1995 and Annex 2 in 2001 to accommodate this growth. At the present rate, Annex 2 will run out of room by July 2009.

Records Management believes that the most effective means to deal with this problem is for the state to plan for and build a dedicated records storage facility, designed specifically for the efficient and economical storage of records in all media, and providing room for expansion to accommodate future growth. A new Records Center Building would allow consolidation of records from the Kirkpatrick State Information Center and the two leased annex facilities in Jefferson City into a single location, greatly reducing operating costs and increasing staff efficiencies. The Missouri State Archives, whose holdings of permanent historical records have outgrown their current storage space, would be able to expand into the environmentally controlled KSIC storage area.

Records Management raised the concept of a Records Center Campus previously, in 2000. Although it was considered favorably at the time, budget situations prevented it from being advanced beyond the initial stages. The need for a solution to the storage space shortfall problem is inevitable, and the process to plan and build the envisioned new Records Center is lengthy. Records Management initiated formal planning during FY06 and continued to work towards a solution in FY07.

Imaging Services

Microfilm is an ideal storage medium for the preservation of long-term and historically significant records. [Imaging Services Section](#) operates a full-service microfilm laboratory. Services include source document microfilming, microfilm processing and duplication, rigorous quality assurance testing, and storage within a state-of-the-art environmentally controlled vault. Imaging Services utilizes a high-speed digital scanner and Kodak Digital Archive Writer to scan important records for easy access while ensuring their long-term preservation on proven microfilm media.

Source Document Conversion

Some records are better suited for microfilming than others. A general rule of thumb is that if a records series must be retained for more than twenty years, it may be more cost effective to store microfilm than paper. However, there are other factors to consider, including how often the records are referenced, if they must be updated, and the quantity of the records. The Record Analysis and Consultation unit assists agencies with these sorts of considerations. During FY07, Imaging Services filmed 2,180 rolls of microfilm producing 4,747,465 images.



Scanning death certificates.

Processing, Duplication, and Quality Assurance

In addition to processing and duplicating film the unit has created, staff processes and duplicates film created by state agencies. Technicians visually inspect each roll of microfilm and conduct tests for density and resolution. If defects are found during this inspection, the film is rejected and the project is re-filmed. During FY06, technicians processed 6,058 rolls of microfilm and duplicated 12,209 rolls.



Processing Microfilm.

Vault Storage

The microfilm vault is kept at a constant temperature of 58° (plus or minus 2°) with a constant humidity level of 35% (plus or minus 2%). If either the temperature or the humidity level fluctuates past the plus or minus 2 mark, an alarm sounds and service technicians are immediately dispatched. Properly stored film, such as that within the vault, should have a usable life of at least 500 years. Currently, more than 150,000 rolls of archival microfilm are stored in the vault.

State Records Commission

The seven-member [State Records Commission](#) was created by state statute 109.250 RSMo. The Commission determines how long records must be maintained in order to serve the needs of government. Once the records have met their retention requirements, the Commission determines their proper disposition either by destruction or transfer to the Missouri State Archives.

State Records Commission Members FY07

Robin Carnahan, Chair
Secretary of State

Senator Gary Nodler
Missouri Senate

Kenneth H. Winn, Secretary
State Archivist

Representative Dwight Scharnhorst
Missouri House of Representatives

Ken Kuster, Designee for
State Auditor Susan Montee

Brett Berri, Designee for
Attorney General Jeremiah W. Nixon

Dan Ross
Missouri Chief Information Officer

Dr. Gary Kremer
Executive Director, State Historical Society